



National Institute of Justice

S o l i c i t a t i o n

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Law Enforcement Family Support: Solicitation for Demonstration and Training Programs for Reduction of Stress Among Law Enforcement Officers and Their Families

Law Enforcement Family Support: Solicitation for Demonstration and Training Programs for Reduction of Stress Among Law Enforcement Officers and Their Families

I. Introduction

Under Title XXI of the Violent Crime Control and Law Enforcement Act of 1994, Congress, in recognition of the negative consequences that job-related stress exerts on law enforcement personnel and their families, established a Law Enforcement Family Support program and authorized the Attorney General of the United States to:

- Research the effects of stress on law enforcement personnel and their families and disseminate the findings.
- Identify and evaluate model programs that provide support services to law enforcement personnel and families.
- Provide technical assistance and training programs to develop stress-reduction and family-support programs for State and local law enforcement agencies.
- Collect and disseminate information regarding family-support, stress-reduction, and psychological services to State and local law enforcement organizations and other interested parties.
- Determine issues to be researched by the Department of Justice and grant recipients.

In response to this legislation, the National Institute of Justice (NIJ), through two separate solicitations, is requesting proposals to:

1. Develop, demonstrate, and assess innovative stress reduction programs for State or local law enforcement personnel *and their families*.
2. Develop and deliver training on how to plan, implement, and manage stress-reduction and family-support programs and services.
3. Conduct research and evaluation on the effects of stress on law enforcement families, on stress-reduction programs or practices, and on cost-effective service delivery models.

This special solicitation seeks proposals only for the demonstration and training programs specified in (1) and (2) above. The Act stipulates that only State and local law enforcement agencies and organizations representing State or local law enforcement personnel are eligible to apply for demonstration or training awards.

Respondents interested in conducting research and evaluation on this topic are encouraged to consult both the Law Enforcement Family Support and Locally Initiated Partnerships sections of the 1996 NIJ solicitation, *NIJ Invites Proposals for Policing Research and Evaluation: Fiscal Year 1996*. Copies of the solicitation may be obtained by contacting the National Criminal Justice Reference Service (NCJRS) at 800-851-3420 or e-mail askncjrs@ncjrs.org. Copies are also available electronically through the NCJRS Justice Information Center at <http://www.ncjrs.org> or through the NCJRS Bulletin Board System: gopher to ncjrs.org:71 or use your computer modem and dial 301-738-8895 (set your modem at 9600 baud and 8-N-1).

- Respondents wishing to discuss potential research proposals and learn about ongoing projects on stress among law enforcement officers and their families should contact the U.S. Department of Justice Response Center at 800-421-6770, at 202-307-1480, or by fax at 202-616-9249.
- The Locally Initiated Research Partnerships program supports researchers working in partnership with State or local law enforcement agencies to address issues of concern to the law enforcement organization. Respondents wishing to discuss potential topics for Locally Initiated Research Partnerships should contact the U.S. Department of Justice Response Center at 800-421-6770, at 202-307-1480, or by fax at 202-616-9249.

II. Background

Stress is one of the foremost occupational hazards in the law enforcement profession. While there is no single definition of stress that is commonly accepted, and the word itself may often be used inappropriately to describe banal problems, the debilitating effects of stress on law enforcement personnel are readily observable. In addition to its toll on physical and mental health, the effects of stress can be seen in the incidence among law enforcement personnel of alcoholism, divorce, and, most tragically, suicide. But it is not only the officer who bears the debilitating effects of stress; typically, the officer's family and significant others are also burdened. Recognizing that family members and others can be affected by an officer's stress

and that these persons also represent a potential source of support for the officer coping with stress, a number of police departments have developed stress-reduction programs that include family and friends.

As part of its response to congressional concern, NIJ commissioned a review of stress-reduction and employee assistance programs now operating in law enforcement agencies. The findings of this review are being published as an Issues and Practices Report, *Developing a Law Enforcement Stress Program for Officers and Their Families*. (This report will be available through the National Criminal Justice Reference Service (NCJRS) by e-mail at askncjrs@ncjrs.org or at 800-851-3420.) In this report, several conditions known to contribute to the stress experienced by officers and their families are discussed. These conditions range from the inherent dangers of police work to organizational conditions—such as shift work and perceptions of poor management, favoritism, and inadequate opportunities to advance careers; more recently, officer stress has been attributed to the implementation of community policing practices. In addition, officers and their family members routinely report the following as stressors: increasing media scrutiny, public criticism, threats of lawsuits, and certain aspects of police culture. Finally, excessive use of force may contribute to officer stress; in turn, stress caused by any number of factors may contribute to an officer's use of excessive force. To be effective, stress-reduction programs/training protocols must address all such stressful conditions.

NIJ is trying to streamline its process to accommodate the volume of proposals anticipated under this and other Crime Act solicitations. **Researchers can help in a significant way by sending NIJ a nonbinding letter of intent by July 2.** The Institute will use these letters to forecast the numbers of peer panels it needs and to identify conflicts of interest among potential reviewers. There are three ways to send these "letters." You can fill out the mailer on the last page of this solicitation. You can reach NIJ by Internet by sending e-mail to tellnij@ncjrs.org and identifying the solicitation and section(s) you expect to apply for. You can write a letter with the same information to Law Enforcement Family Support Demonstration and Training Program, National Institute of Justice, Room 802, 633 Indiana Avenue, N.W., Washington, DC 20531. Help us help you.

III. Required and Optional Services

The Act specifies that any law enforcement agency or organization representing law enforcement personnel that receives funds under this program shall provide one or more of the following services:

- Counseling for law enforcement family members.
- Child care on a 24-hour basis.
- Marital and adolescent support groups.
- Stress-reduction programs.
- Stress education for law enforcement recruits and their families.
- Training programs and assistance to support any or all of the services listed above.

Further, the Act stipulates that a law enforcement agency or organization receiving funds under this provision may offer one or more of the following optional services:

- Post-shooting debriefing for officers and their spouses.
- Group therapy.
- Hypertension clinics.
- Critical-incident response on a 24-hour basis.
- Law enforcement family crisis telephone services on a 24-hour basis.
- Counseling for law enforcement personnel exposed to human immunodeficiency virus (HIV).
- Counseling for peers.
- Counseling for families of personnel killed in the line of duty.
- Seminars on alcohol, drug use, gambling, and overeating.
- Technical assistance and training to support any or all of the services described in the list above.

IV. Solicitation Request

The purpose of this solicitation is to fund the demonstration and training projects described below.

1. Demonstrations. Proposals are sought to develop, implement, and assess innovative stress-reduction programs or service delivery models that will include one or more of the services described above, within a program

designed to benefit both officers and their families. It is anticipated that projects funded under this solicitation will serve as seedbeds for developing programs; therefore, they should be replicable or adaptable for use in other States or jurisdictions. Proposals may seek to establish a completely new program or to expand an existing program by providing new and additional services and/or providing services to a broader audience (i.e., the officer's family). Funds under this program may be used to supplement, but not supplant, existing stress-reduction or employee assistance programs. Proposals should demonstrate the need for services, set out and justify the scheme for service delivery, and present a management and monitoring plan. Partnership applications—for example, from two or more law enforcement agencies, or from law enforcement agencies and mental health professionals—are of particular interest.

The reporting requirements specified in the Act stipulate that the grant program be evaluated for effectiveness. Up to 10 percent of total grant funds may be used to support such an assessment, including consultation with local colleges or universities, which is encouraged. In their proposals, applicants should discuss how they will evaluate program effectiveness, including examples of the measures they will use.

2. Training. Proposals are sought for the development, implementation, and delivery of regional or national training programs. These should be designed to instruct State and local law enforcement personnel or stress-reduction program managers on how to establish, operate, and monitor state-of-the-art stress-reduction program services—not only for law enforcement officers, but also for their families. Content should include the range of organizational and service delivery options, needs assessment and identification of the appropriate service mix, costs and cost-sharing arrangements, creation of referral networks, development of program support, outreach, confidentiality issues, monitoring of service delivery, and evaluation of program effectiveness. Applicants should also address the points raised in the Issues paragraph below. The intent is to train law enforcement managers who will be responsible for creating or expanding programs within their own agencies and, it is hoped, serve as resources for surrounding agencies. Proposals should discuss course content, approach to and rationale for training, length of course, mode and method of training delivery, identification of trainees, and proposed followup activities, if any. Proposals that utilize established training academies are encouraged be-

cause they offer the opportunity to institutionalize training or stimulate related in-service or recruit training. Partnership proposals—for example, from a national organization and one or more training academies—are of particular interest.

The reporting requirements specified in the Act stipulate an evaluation of grant program effectiveness. Up to 10 percent of total grant funds may be used to support the assessment, and consultation with local colleges or universities for this purpose is encouraged. Applicants' proposals should discuss how they will evaluate program effectiveness, including examples of the measures they will use.

Issues. Applicants may wish to discuss one or more of the issues listed below in their proposals, together with other issues they identify as important: (1) policies and practices considered likely to prevent as well as treat stress; (2) approaches for minimizing organizational sources of stress; (3) indicators signalling that stress is affecting the officer and/or family; (4) strategies in the agency's inventory of responses to the symptoms of stress; (5) roles of both unions and management in program planning, implementation, and ongoing operation; (6) techniques to ensure, as well as convince officers of, program integrity and confidentiality; (7) effects of health insurance issues on provision of program services; (8) appropriate and inappropriate uses of peer supporters; (9) strengths and weaknesses of mandatory treatment referrals and related procedures; (10) development and use of service provider referral networks; (11) monitoring and evaluation of services and operations.

V. Application Requirements

This section presents general application information, recommendations to proposal writers, and requirements for grant recipients. The application form, SF-424, is included at the end of this document. Proposals not conforming to these application procedures will not be considered.

Eligibility. The Act specifies that grants for this program may be made to State and local law enforcement agencies and organizations representing State or local law enforcement personnel.

Award Period. In general, NIJ limits its grants and cooperative agreements to a maximum period of 12 to 18 months. However, longer budget periods may be considered.

Award Amount. Awards totaling \$900,000 will be made available for this NIJ solicitation. It is anticipated that \$500,000 will be made available for demonstration projects and \$400,000 for training programs. **The Act specifies that a grant to a State or local law enforcement agency may not exceed \$100,000 and that a grant to an organization representing law enforcement personnel may not exceed \$250,000.**

Special Requirements. The Act further stipulates that each application shall “(1) certify that the law enforcement agency shall match all Federal funds with an equal amount of case or in-kind goods or services from other non-Federal sources; and (2) include a statement from the highest ranking law enforcement official from the State or locality, or from the highest ranking official from the organization applying for the grant, that attests to the need and intended use of services to be provided with grant funds; and (3) assure that the Attorney General or the Comptroller General shall have access to all records related to the receipt and use of grant funds received.”

Due Date. Ten (10) copies of **fully executed proposals** should be sent to:

Law Enforcement Family Support Demonstration and Training Program
National Institute of Justice
Room 802
633 Indiana Avenue N.W.
Washington, DC 20531

Completed proposals **must be received** at the National Institute of Justice by the close of business on Tuesday, August 6, 1996. Extensions of this deadline will not be permitted.

Contact. Applicants with questions about this solicitation are encouraged to contact the U.S. Department of Justice Response Center by phone at 800-421-6770 (local number is 202-307-1480) and by fax at 202-616-9249.

Certifications. Applicants should read and sign the certification form regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements included in this solicitation. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “Government-Wide Debarment and Suspension (Nonprocurement) and

Government-Wide Requirements for Drug-Free Workplace (Grants).” The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in making awards.

Recommendations to Proposal Writers

Over the past 4 years, Institute staff have reviewed approximately 1,500 grant applications. On the basis of those reviews and inquiries from applicants, the Institute offers the following recommendations to help potential applicants present workable, understandable proposals. Many of these recommendations were adopted from materials provided to NIJ by the State Justice Institute, especially for applicants new to NIJ. Others reflect standard NIJ requirements.

The author(s) of the proposal should be clearly identified.

Proposals that are incorrectly collated, incomplete, or handwritten will be judged as submitted or, at NIJ’s discretion, will be returned without a deadline extension. No additions to the original submission are allowed. The Institute suggests that applicants make certain that they address the questions, issues, and requirements set forth below when preparing an application.

1. What is the subject or problem you wish to address? Describe the subject or problem and how it affects the criminal justice system and the public. Discuss how your approach will improve the situation or advance state-of-the-art or state-of-the-science knowledge, or current practices, and explain why it is the most appropriate approach to take. Give appropriate citations to the research literature. The source of statistics or research findings cited to support a statement or position should be included in a reference list.

2. What do you want to do? Explain the goal(s) of the program in simple, straightforward terms. The goals should describe the intended consequences or expected overall effect of the proposed program. Tasks or activities to be conducted should be described in a separate methodology section. To the greatest extent possible, applicants should avoid a specialized vocabulary that is not readily understood by the general public. Technical jargon does not enhance an application.

3. How will you do it? Describe the methodology carefully so that what you propose to do and how you would do it is clear. All proposed tasks should be set forth so that a reviewer can see a logical progression of tasks and relate those tasks directly to the accomplishment of the program's goal(s). When in doubt about whether to provide a more detailed explanation or assume a particular level of knowledge or expertise on the part of the reviewers, err on the side of caution and provide the additional information. A description of program tasks also will help identify necessary budget items. All staff positions and program costs should relate directly to the tasks described. The Institute encourages applicants to attach letters of cooperation and support from agencies that will be involved in or directly affected by the proposed project.

4. What should you include in a grant application for a program evaluation? If a grant application is for a program evaluation, describe how the evaluation will determine whether the proposed program, training, procedure, service, or technology accomplished the objectives it was designed to meet. Applicants seeking support for a proposed evaluation should describe the criteria that will be used to evaluate the program's effectiveness and identify program elements that will require further modification. The description in the application should include how the evaluation will be conducted, the program period during which it will occur, who will conduct it, and what specific measures will be used. In most instances, the evaluation should be conducted by persons not connected with implementation of the procedure, training, service, or technique, or with administration of the program.

5. How will others learn about your findings? Include a plan to disseminate the results of the demonstration program beyond the jurisdictions and individuals directly affected by the project. The plan should identify the specific methods that will be used to inform the field, such as the publication of journal articles or the distribution of key materials. Expectations regarding products are discussed more fully in the following section, "Requirements for Award Recipients." A statement that a report or research findings "will be made available to" the field is not sufficient. The specific means of distribution or dissemination, as well as the types of recipients, should be identified. Reproduction and dissemination costs are allowable budget items. Applicants must concisely describe interim and final products and address each product's

purpose, audience, and usefulness to the field. This discussion should identify the principal criminal justice constituency or type of agency for which each product is intended and describe how the constituent group or agency would be expected to use the product, report, demonstration program services, or training program methods. Successful proposals will clearly identify the nature of the grant products that can reasonably be expected if the demonstration or training program is funded. In addition, a schedule of delivery dates of all products should be delineated.

6. What are the specific costs involved? The budget application should be presented clearly. Major budget categories such as personnel, benefits, travel, supplies, equipment, and indirect costs should be identified separately. Items categorized as "Other" or "Miscellaneous" should be specified in the application budget narrative; set-asides for undefined contingencies should not be included.

7. How much detail should be included in the budget narrative? The budget narrative should list all planned expenditures and detail the salaries, materials, and cost assumptions used to estimate program costs. The narrative and cost estimates should be presented under the following standard budget categories: personnel, fringe benefits, travel, equipment, supplies, contracts, other, and indirect costs. For multiyear projects, applicants must include the full amount of NIJ funding for the life of the project. This amount should be reflected in item 15g on Form 424 and in TOTAL PROJECT COSTS in Budget Detail Worksheet (OJP Form 7150/1). When appropriate, grant applications should include justification of consultants and a full explanation of daily rates for any consultants proposed. To avoid common shortcomings of application budget narratives, include the following information:

- Personnel estimates that accurately provide the amount of time to be spent by personnel involved with the project and the total associated costs, including current salaries for the designated personnel (e.g., Project Director, 50 percent of 1 year's annual salary of \$50,000 = \$25,000). If salary costs are computed using an hourly or daily rate, the annual salary and number of hours or days in a work year should be shown.

- Estimates for supplies and expenses supported by a complete description of the supplies to be used, nature and extent of printing to be done, anticipated telephone charges, and other common expenditures, with the basis for computing the estimates included (e.g., 100 reports x 75 pages each x \$0.05/page = \$375.00). Supply and expense estimates offered simply as “based on experience” are not sufficient.

8. What travel regulations apply to the budget estimates? Transportation costs and per diem rates must comply with the policies of the applicant organization, and a copy of the applicant’s travel policy should be submitted as an appendix to the application. If the applicant does not have a travel policy established in writing, then travel rates must be consistent with those established by the Federal Government. The budget narrative should state which regulations are in force for the project and should include the estimated fare, the number of persons traveling, the number of trips to be taken, and the length of stay. The estimated costs of travel, lodging, ground transportation, and other subsistence should be listed separately. When combined, the subtotals for these categories should equal the estimate listed on the budget form.

9. Which forms should be used? A copy of Standard Form (SF) 424, Application for Federal Assistance, plus instructions, appears in the back of this document. Please follow the instructions carefully. In addition, complete the Budget Detail Worksheet (OJP Form 7150/1), OJP Form 4000/3 (Assurances), and OJP Form 4061/6 (certifications regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements).

10. What technical materials are required to be included in the application?

- A one-page abstract of the full proposal, highlighting the project’s purpose, methods, activities, and, when known, the location(s) of field research.
- A program narrative, which is the technical portion of the proposal. It should include a clear, concise statement of the problem, goals, and objectives of the project, and related questions to be explored. A discussion of the relationship of the proposed work to the existing literature is expected.
- A statement of the project’s anticipated contribution to criminal justice policy and practice. It is important that

applicants briefly cite those particular issues and concerns of present-day criminal justice policy that stimulate the proposed line of inquiry and suggest what their own investigation would contribute to current knowledge.

- A detailed statement of the proposed research or study design and analytical methodologies. The proposed data sources, data collection strategies, variables and issues to be examined, and procedures of analysis to be employed should be delineated carefully and completely. When appropriate, experimental designs are encouraged because of their potential relevance to policymaking and the strength of the evidence they can produce.

- The organization and management plan to implement, manage, and assess the program. A list of major milestones of events, activities, and products and a timetable for completion that indicates the time commitments to individual project tasks should be included. All grant activities, including writing of the final report, should be completed within the duration of the award period.

- The applicant’s curriculum vitae should summarize education, research experience, and bibliographic information related to the proposed work.

11. How may grant funds be used? Grant funds may be used to purchase or lease equipment essential to accomplishing the objectives of the project. The budget narrative must list such equipment and explain why the equipment is necessary. Funds may be used for operating programs and the writing of texts or handbooks that provide training in the implementation, management, and assessment of stress-reduction programs. The idea is to train a substantial number of police personnel or others who would then implement stress-reduction programs in their own agencies and serve as resources to other police agencies in their jurisdictions.

12. To what extent may indirect costs be included in the budget estimates? It is the policy of the Institute that all costs should be budgeted directly; however, if an applicant has an indirect cost rate that has been approved by a Federal agency within the past 2 years, an indirect cost recovery estimate may be included in the budget. A copy of the approved rate agreement should be submitted as an appendix to the application. If an applicant does not have an approved rate agreement, the applicant should contact the Office of the Comptroller, Office of Justice Programs at 202–307–0623, to obtain information about preparing an indirect cost rate proposal.

13. What, if any, matching funds are required?

Units of State and local governments (not including publicly supported institutions of higher education) are encouraged to contribute a match (cash, noncash, or both) of requested funds. Other applicants also are encouraged to seek matching contributions from other Federal agencies or private foundations to assist in meeting program costs.

14. Should other funding sources be listed? Applicants are expected to identify all other Federal, local, or private sources of support, including other NIJ programs, to which this or a closely related proposal has been or will be submitted. This information permits NIJ to consider joint funding potential and limits the possibility of inadvertent duplicate funding. Applicants may submit more than one proposal to NIJ, but the same proposal cannot be submitted in more than one program area.

15. What is the deadline? August 6, 1996.

16. Is there a page limit? The Institute has established a limit of 30 double-spaced pages (with font size not smaller than 12 point) for all normal grant applications. This page limit does not include references, budget narrative, curriculum vitae, forms noted in item 9 above, or necessary appendixes. Applications for small grants (\$1,000–\$50,000) are limited to 15 double-spaced pages. Proposals failing to conform to these page and font limitations will not be accepted.

17. What elements constitute the proposal? The following components, presented in the following order, are mandatory. Omission can result in rejection of the application:

1. SF-424 (with Assurances attached), followed by OJP Form 7150/1 (Budget Detail Worksheet), budget narrative, negotiated rate agreement, and certifications.
2. Names and affiliations of all key persons from applicant and subcontractor(s), advisors, consultants, and Advisory Board members. Include the name of the Principal Investigator, title, organizational affiliation (if any), department (if institution of higher education), address, and phone and fax numbers.
3. Abstract.
4. Table of contents.
5. Project narrative.

6. References.

7. Résumés of key personnel.

18. What does the review process entail? After all applications for a competition are received, NIJ will convene a series of peer review panels of criminal justice professionals and researchers. NIJ will assign proposals to peer panels that it deems most appropriate. Panel members read each proposal and meet to assess the technical merits and policy relevance of the proposed research. Panel assessments of the proposals, together with assessments by NIJ staff, are submitted to the Director, who has sole and final authority over approval and awards. The review normally takes 60 to 90 days, depending on the number of applications received. Each applicant receives written comments from the peer review panel concerning the strengths and weaknesses of the proposal. These comments may include suggestions on how a revised or subsequent application to NIJ might be improved.

19. What are the criteria for an award? The essential question asked of each applicant is, "If this demonstration or training program were successful, how would criminal justice policies or operations be improved?" Four criteria are applied in the evaluation process:

- Impact of the proposed demonstration or training program.
- Feasibility of the approach to the issue, including technical merit and practical considerations.
- Originality of the approach, including creativity of the proposal and capability of the program staff.
- Economy of the approach. Applicants bear the responsibility of demonstrating to the panel that the proposed program addresses the critical issues of the topic area and that the demonstration or training program results, experiences, and findings could ultimately contribute to a practical application in law enforcement or criminal justice. Reviewers will assess applicants' awareness of related research or program efforts and their ability to direct the demonstration or training program toward answering questions of policy or improving the state of criminal justice operations.

Technical merit is judged by the likelihood that the program design will produce convincing results, findings, and state-of-the-art practices. Reviewers take into account the logic of the program plan, the validity and reliability of

measures proposed, the appropriateness of service or training methods to be used, and each applicant's awareness of factors that might dilute the credibility of results, findings, and state-of-the-art practices. Impact is judged by the scope of the proposed approach and by the utility of the proposed products. Reviewers consider each applicant's understanding of the process of innovation in the targeted criminal justice agency or setting, as well as knowledge of prior uses of criminal justice research by the proposed criminal justice constituency. Appropriateness of products in terms of proposed content and format is also considered.

Applicants' qualifications are evaluated both in terms of depth of experience and the relevance of that experience to the proposed demonstration or training program. Costs are evaluated in terms of the reasonableness of each item and the utility of program services or training consistent with the legislation.

20. Are there any other considerations in selecting applications for an award? Programs should have potential relevance to a number of jurisdictions. Because of the broad national mandate of the National Institute of Justice, projects that address the unique concerns of a single jurisdiction should be fully justified.

As indicated above, NIJ, in a separate solicitation, is also seeking proposals to construct a long-term research agenda to aid the development of programs for the reduction of stress among law enforcement officers and their families. In the current period, NIJ expects to fund one award totaling \$100,000 for research agenda development, which will build on the forthcoming Issues and Practices Report, "Developing a Law Enforcement Stress Program for Officers and Their Families." Demonstration or training programs funded under this solicitation will also build on that report and will be required to give access to NIJ's grantee(s) charged with developing long-term research.

The applicant's performance on previous or current NIJ grants will also be taken into consideration in making funding decisions.

21. Who is eligible to apply? NIJ awards grants to, or enters into cooperative agreements with, educational institutions, nonprofit organizations, public agencies, individuals, and profitmaking organizations that are willing to

waive their fees. Where appropriate, special eligibility criteria are indicated in the solicitation.

22. Does NIJ accept resubmission of proposals?

The Institute will accept resubmission of a previously submitted proposal. The applicant should indicate on Question 8, Form 424, that the application is a **revision**. The applicant should include this information in the abstract. Finally, the applicant should prepare a one-page response to the earlier panel review (to follow the abstract) including (1) the title, submission date, and NIJ-assigned application number of the previous proposal and (2) a brief summary of responses to the review and/or revisions to the proposal.

Requirements for Award Recipients

Required products. Each project is expected to generate tangible products of maximum benefit to criminal justice professionals, researchers, and policymakers. In particular, NIJ strongly encourages documents that provide information of practical utility to law enforcement officers and their families.

Products should include:

- A summary of approximately 2,500 words highlighting program results, findings, and state-of-the-art practices and the research and policy issues they will inform. The material should be written in a style that will be accessible to policy officials and practitioners and suitable for possible publication as an NIJ Program Focus. An NIJ editorial style guide is sent to each project director at the time of the award.
- A full technical report, including a discussion of program goals, review of the literature, description of program methodology, detailed review of program outcomes, conclusions, and policy recommendations.
- Clean copies of any automated data sets developed during the demonstration or training program, and full documentation prepared in accordance with the instructions in the NIJ publication, *Depositing Data With the Data Resources Program of the National Institute of Justice: A Handbook*, with one exception: that confidential treatment, personnel, or training records should not be submitted except in the aggregate and, then, only if anonymity is assured.
- Brief project summaries for NIJ use in preparing annual reports to the President and the Congress.

As appropriate, additional products such as case studies and interim and final reports (e.g., articles, manuals, or training materials) may be specified in the proposal or negotiated at the time of the award.

Prohibition on supplanting funds. Federal funds must be used to supplement existing funds and not replace those funds that have been appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as preaward review, postaward monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

Public Release of Automated Data Sets

NIJ is committed to ensuring the public availability of research data and to this end established its Data Resources Program in 1984. All NIJ award recipients who collect data are required to submit a machine-readable copy of the data and appropriate documentation to NIJ prior to the conclusion of the project. The data and materials are reviewed for completeness. NIJ staff then create machine-readable data sets, prepare users' guides, and distribute data and documentation to other researchers in the field. A variety of formats are acceptable; however, the data and materials must conform with requirements detailed in *Depositing Data With the Data Resources Program of the National Institute of Justice: A Handbook*. A copy of this handbook is sent to each project director at the time of the award. For further information about NIJ's Data Resources Program, contact Dr. James Trudeau at 202-307-1355.

Note: This section is not intended to include nonaggregated data pertaining to patient treatment or personnel training records.

Standards of Performance by Recipients

NIJ expects individuals and institutions receiving its support to work diligently and professionally toward implementing, managing, and assessing high-quality demonstration or training programs and related program products. In addition to this general expectation, the Institute imposes specific requirements to ensure that proper financial and administrative controls are applied to the program. Financial and general reporting requirements are detailed in *Financial Guide*, published in April 1996 by the Office of

Justice Programs. This guidance manual is sent to recipient institutions with the award documents. Project directors and recipient financial administrators should pay particular attention to the regulations in this document.

Audit requirement. State and local governments are governed by the Single Audit Act of 1984 and OMB Circular A-128, "Audits of State and Local Governments." Nonprofit organizations and institutions of higher education are governed by OMB Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." The type of audit required under these circulars is dependent on the amount of Federal funds that can be audited during the recipient's fiscal year.

For example:

- If the organization receives \$100,000 or more per year in Federal funds, the organization shall have an organization-wide financial and compliance audit.
- If the organization receives between \$25,000 and \$100,000 a year in Federal funds, the organization may elect to have an organization-wide audit or program audit.
- If the organization receives less than \$25,000 a year in Federal funds, the organization shall be exempt from the audit requirement.

Commercial (for-profit) organizations shall have financial and compliance audits performed by qualified individuals who are independent of those who authorize the expenditure of Federal funds. This audit must be performed in accordance with Government Auditing Standards. The audit thresholds contained in OMB Circulars A-128 and A-133 apply.

Financial status reports. Financial status reports (SF 269A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active. The final report is due 120 days after the end date of the award. The Office of the Comptroller, Office of Justice Programs, will provide a copy of this form in the initial award package.

Conditions for suspension or termination of funding. The National Institute of Justice may suspend (in whole or in part), terminate funding for, or impose another sanction on a recipient for the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the Anti-Drug Abuse Act of 1988; program guidelines issued thereunder; or other provisions of Federal law;
- Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- Failure to adhere to the requirements in the agreement, standard conditions, or special conditions;
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;
- Failure to submit reports; or
- Filing a false certification in this application or other report or document.

Before imposing sanctions, the National Institute of Justice will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in U.S. Department of Justice regulations in 28 CFR part 18.

Program Monitoring

Award recipients and Principal Investigators assume certain responsibilities as part of their participation in government-sponsored research, evaluation, and demonstration or training programs. NIJ's monitoring activities are intended to help grantees meet these responsibilities. They are based on good communication and open dialog, with collegiality and mutual respect. Some of the elements of this dialog are:

- Communication with NIJ in the early stages of the grant, as the elements of the proposal's design and methodology are developed and made operational.
- Timely communication with NIJ regarding any developments that might affect the project's compliance with the schedules, milestones, and products set forth in the proposal. (See statement on Timeliness, below.)
- Communication with other NIJ grantees conducting related research projects or demonstration programs. An annual "cluster conference" should be anticipated and should be budgeted for by applicants at a cost of \$1,000 for each year of the grant.

- Providing NIJ, on request, with brief descriptions of the project in interim stages at such time as the Institute may need this information to meet its reporting requirements to Congress. NIJ will give as much advance notification of these requests as possible but will expect a timely response from grantees when requests are made. NIJ is prepared to receive such communication through electronic media.
- Providing NIJ with copies of presentations made at conferences, meetings, and elsewhere based in whole or in part on the work of the program.
- Providing NIJ with prepublication copies of articles based on the program that appears in professional journals or the media, either during the life of the grant or after.
- Other reporting requirements (Progress Reports, Final Reports, and other grant products) are spelled out elsewhere in this section. Financial reporting requirements will be described in the grant award documents received by successful applicants.

Progress Reports

NIJ Program Managers should be kept informed of program progress. Written progress reports are required on a semiannual basis and should inform the Program Manager of which tasks have been completed and whether significant delays or departures from the original workplan are expected. The first progress report should cover the period from the beginning date of the program through the end of the first **complete** quarter (quarters are January 1–March 31, April 1–June 30, July 1–September 30, and October 1–December 31). Subsequent progress reports should cover the next two quarters.

All progress reports are due 30 days following the end of the reporting period. For example, if a grant is awarded in May, the first progress report would cover the rest of the current quarter (through June 30) and the first complete quarter (July 1–September 30), and it would be due October 31; the second progress report would cover the next two quarters (October 1–December 31 and January 1–March 31) and would be due April 30.

Timeliness

Grantees are expected to complete award products within the timeframes that have been agreed on by NIJ and the grantee. The Institute recognizes that there are legitimate reasons for program extensions. However, NIJ does not consider the assumption of additional research projects that impinge on previous time commitments as legitimate reasons for delay. Programs with unreasonable delays can be terminated administratively. In this situation, any funds remaining are withdrawn. Future applications from either the project director or the recipient institution are subject to strict scrutiny and may be denied support based on past failure to meet minimum standards.

Publications

The Institute encourages grantees to prepare their work for NIJ publication. In cases where grantees disseminate their findings through a variety of media, such as professional journals, books, and conferences, copies of such publications should be sent to the Program Manager as they become available, even if they appear well after a program's expiration. NIJ imposes no restriction on such publications other than inclusion of the following acknowledgment and disclaimer:

This research was supported by grant number _____ from the National Institute of Justice. Points of view are those of the author(s) and do not necessarily represent the position of the U.S. Department of Justice.

Data Confidentiality and Human Subjects Protection

Research that examines individual traits and experiences plays a vital part in expanding our knowledge about criminal behavior. It is essential, however, that researchers and program staff protect subjects from needless risk of harm or embarrassment and proceed with their willing and informed cooperation. NIJ requires that investigators and program staff protect information identifiable to research participants. When information is safeguarded, it is protected by statute from being used in legal proceedings:

[S]uch information and copies thereof shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceedings (42 United States Code 3789g).

Applicants should file their plans to protect sensitive information as part of their proposal. Necessary safeguards are detailed in 28 CFR, §22. A short “how-to” guideline for developing a privacy and confidentiality plan can be obtained from NIJ program managers.

In addition, the U.S. Department of Justice has adopted Human Subjects policies similar to those established by the U.S. Department of Health and Human Services. If an Institutional Review Board is necessary for the program being proposed, a copy of the Board's approval must be submitted to the National Institute of Justice prior to the demonstration or training program's implementation. Researchers are encouraged to review 28 CFR 46, §46.101 to determine their individual project requirements.

Notice: If you are planning to respond to this solicitation, please complete and mail the notice of intent form on the last page.

Application Forms

Previous Editions Not Usable

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1. Self-explanatory.		12. List only the largest political entities affected (e.g., State, counties, cities).	
2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).		13. Self-explanatory.	
3. State use only (if applicable).		14. List the applicant's Congressional District and any District(s) affected by the program or project.	
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.		15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.	
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.		16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.	
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.		17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.	
7. Enter the appropriate letter in the space provided.		18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)	
8. Check appropriate box and enter appropriate letter(s) in the space(s) provided: —“New” means a new assistance award. —“Continuation” means an extension for an additional funding/budget period for a project with a projected completion date. —“Revision” means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.			
9. Name of Federal agency from which assistance is being requested with this application.			
10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.			
11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.			

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known.

Purpose of Travel	Location	Item	Computation	Cost
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TOTAL_____

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the “supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
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TOTAL_____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

G. Consultants/Contracts

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$150 per day require additional justification.

Name of Consultant	Service Provided	Computation	Cost
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Subtotal_____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
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Subtotal_____

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
------	------

Subtotal_____

TOTAL_____

(H) Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
		TOTAL

(I) Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct cost categories.

Description	Computation	Cost
		TOTAL

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	
TOTAL PROJECT COSTS	_____
Federal Request	_____
Non-Federal Amount	_____

INSTRUCTIONS

PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for continuation or refunding and changes on an approved project should respond to item 5b only. Requests for supplemental assistance should respond to question 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, when applying for a grant to establish a neighborhood health center, provide a description of who will occupy the facility, how the facility will be used, and how the facility will benefit the general public.

3. APPROACH.

- a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program, function, or activity provided in the budget. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.
- b. Provide for each grant program, function, or activity quantitative monthly or quarterly projections of the accomplishments to be achieved in such terms as the number of jobs created, the number of people served, and the number of patients treated. When accomplishments cannot be quantified by activity or function, list item in chronological order to show the schedule of accomplishments and their target dates.

- c. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in item 2 are being achieved.
- d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project or area to be served by the proposed project. Maps or other graphic aids may be attached.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- a. For research or demonstration assistance requests, present a biographical sketch of the program director with the following information: name, address, phone number, background, and other qualifying experience for the project. Also, list the name, training, and background for other key personnel engaged in the project.
- b. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress, or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location approach, or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget items have changed more than the prescribed limits contained in the Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, part 66, Common Rule (or Attachment J to OMB Circular A-110, as applicable), explain and justify the change and its effect on the project.
- c. For supplemental assistance requests, explain the reason for the request and justify the need for additional funding.

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Dear Program Manager:

I intend to apply for funds under this solicitation. I expect to apply under the following area(s) (check all that apply):

_____ Develop, demonstrate, and assess innovative stress reduction programs for State or local law enforcement personnel and their families.

_____ Develop and deliver training on how to plan, implement, and manage stress reduction and family support programs.

_____ I would like to be considered as a reviewer of proposals submitted in the section for which I have not submitted an application.

Name _____

Address _____

Telephone _____



Fold and Tape

AFFIX
FIRST CLASS
STAMP

Law Enforcement Family Support Demonstration
and Training Program
National Institute of Justice
Room 802
633 Indiana Avenue N.W.
Washington, DC 20531

Fold and Tape

For more information on the National Institute of Justice, please contact:

National Criminal Justice Reference Service

P.O. Box 6000
Rockville, MD 20849-6000
800-851-3420
e-mail: askncjrs@ncjrs.org

You can view or obtain an electronic version of this document from
the NCJRS Bulletin Board System (BBS)
or the NCJRS Justice Information Center World Wide Web site.

To access the BBS, direct dial through your computer modem:
301-738-8895 (modems should be set at 9600 baud and 8-N-1),
or Telnet to ncjrsbbs.aspensys.com or
Gopher to ncjrs.org:71

To access the World Wide Web site, go to
<http://www.ncjrs.org>

If you have any questions, call or e-mail NCJRS.

U.S. Department of Justice
Office of Justice Programs
National Institute of Justice

Washington, D.C. 20531

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